

Dear Parents and Carers,

The Melville High School Year 9 and 10 Sport Program is aimed at ensuring all students have the opportunity to develop and enrich their lives through participation in sport and recreational activities. The school aims to provide opportunities for physical activity in safe and stimulating  environments.

Sport at Melville High School is making some important changes in 2017 to ensure we can offer a wide variety of engaging sporting opportunities each week.

1.     Students who have selected a paid sport will be required to pay up front at the beginning of **each term** using the school's online payment methods or through student reception.

Due to these new changes occurring at the beginning of this term; fees will be available to pay from the 2nd -15th of May.  If students have not finalised their fees by this date, they will be allocated to a non-fee paying sport and be required to catch up payment for the weeks that they did attended paid sport .

**To pay online:**

Step 1:  go to MHS school website: <http://www.melville-h.schools.nsw.edu.au/>

Step 2: Click on the tab ‘*Make a Payment’.*

Step 3: Underneath**Payment Details,** complete the fields marked with an asterisk (\*).

The process for making a payment is as follows:

1. Fill out all the required fields on this page.
2. Under **Payment Options** choose *‘****Sport****’* then type in the name of your child’s sport eg ‘orienteering’ and the cost for the term eg $10.
3. Fill out credit card payment details on the next page.
4. Review and confirm your payment details on the confirmation page.
5. Review your payment receipt and optionally print it, or send it as an email.

Students are offered a wide variety of sports, utilitsing both the school facilities and resources and facilities in the Macleay region. To ensure this can continue, this payment is for the whole term and is not refundable.

Please note: If for any reason, you are unable to pay upfront by the cut-off date, or other circumstances arise,  please make an appointment to speak with our Principal Mr Hollingsworth to arrange alternate payment arrangements.

2.     The second important change that is occurring for Melville High School Sport is that permission notes will be emailed out electronically and will require basic information and an agreement to sign the form electronically.

At the bottom of this form there is space for an updated email for our MHS records. Please complete this form as all communication about sport will become electronic into the future. Once your email has been added, you will receive an online permission note for your child's sport this term.

If you are unable to provide an email, please indicate this on the form and an alternate paper copy will be forwarded to you.

Thank you for your assistance in creating an efficient, successful and engaging sporting program for our Melville High students.

J. Hollingsworth Pelay Ingles Principal Sports Coordinator

**2017 Term 2 Sport selections and cost break down:**

|  |  |  |
| --- | --- | --- |
| **Sport** | **Upfront Cost Per Term** | **Further payment** |
| Orienteering | $10 |  |
| Board Games | $10 |  |
| Ten Pin | Bus only: $36 | To be paid at the venue: $6 /week. |
| Zen Chi Ryi | $48 |  |
| Indoor centre  (Futsal, Raquet sports, cricket) | $81 |  |
| PCYC | $45 | $10 membership |
| Local walking | $0 |  |
| Field sports | $0 |  |
| Mystery Sport | $0 |  |

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Please return this slip to the front office by the end of week 2.

**MHS Yr 9 and 10 SPORT EMAIL ADDRESS DETAILS FORM**

Student Name: ……………………………………………………………………...…. Year: ……………………………….

Parent/Carer name: ……………………………………………………………………………………...

Email address: …………………………………………………………………………………………...